

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR III -
Canning Plant

SALARY GROUP: A16

DEPARTMENT: Agribusiness, Land and Minerals

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Matt Demny DATE: 12/13/2016

POSITION #: 023002

I. JOB SUMMARY

Performs highly complex maintenance and construction supervisory work in the canning plant operations. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Oversees and participates in scheduling the preventive maintenance program for canning plant equipment and facilities; initiates requisitions for materials and supplies; and maintains adequate inventories of various expendable items.
 - B. Participates in the execution of an audit program for the internal control structure of the canning plant; coordinates and maintains record keeping and filing systems; and prepares reports and maintains records of repairs.
 - C. Oversees monthly safety meetings for employees and offenders; ensures that work standards and safety and building regulations are met; prepares and reviews inspection findings and reports results to management; and instructs offenders in the canning plant policies and procedures.
 - D. Trains and supervises offender workers in the maintenance and repair of equipment in the canning plant operations.
 - E. Assists in maintaining security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR III -
Canning Plant

SALARY GROUP: A16

DEPARTMENT: Agribusiness, Land and Minerals

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and two years full-time, wage-earning general mechanics experience

or

sixty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with six semester hours in a maintenance-related field

or

graduation from a technical or vocational school accredited by an organization recognized by CHEA or USDE with a certificate in the field of industrial plant operations or maintenance

or

completion of a maintenance-related program from a U.S. military technical training school.

2. Food processing equipment maintenance and repair preferred.
3. Experience with Westinghouse Square D3 phase 460 V or equivalent electrical systems preferred.
4. Experience in the supervision of offenders preferred.

B. Knowledge and Skills

1. Knowledge of the operation, maintenance, and repair of mechanical systems such as hydraulics, electronics, pneumatics, welding, and steam and water plumbing with emphasis on food processing equipment.
2. Knowledge of inventory management to include procurement, stocking, and sales methods.
3. Knowledge of safety regulations, procedures, and applications including the management of hazardous materials.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to diagnose mechanical problems of various pieces of equipment and instruct the proper repair.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR III -
Canning Plant

SALARY GROUP: A16

DEPARTMENT: Agribusiness, Land and Minerals

Page 3 of 3

6. Skill in the use of metallurgy/welding techniques to include mig, stick, and oxygen/acetylene for the repair and limited fabrication of equipment.
7. Skill in inventory control methods and the operation of computers.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to train and supervise offenders.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, crawl, twist, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate canning plant motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive or intermittent noise, fumes, smoke, gases, grease, oils, solvents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, industrial food processing equipment, conveyors, power tools, diagnostic shop tools, pressure vessels, forklift, ohm meter, testing equipment, and automobile.